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Close-out schedule changes

Kentucky Adult Education providers were sent an April 21, 2006, memo with important information about the revised 2006 close-out schedule. A summary of the information follows. The memo in its entirety is available on [KYAE's Web site](#).

Final invoices for FY06 will be due on JUNE 10, 2006. This is a second update to the closing date and is the last date on which KYAE can accept invoices for processing for the current fiscal year. **To be paid, invoices must be received by close of business on June 10, 2006.**

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Policy changes planned for 2006-07

KYAE is revising several policies to be effective July 1, 2006. Below is a summary of policy revisions and provider comment opportunities. Watch e-mail and *News to Use* for further policy updates.

- Performance and Accountability Policy – Eliminates the requirement of progress reports from counties in Pre-probation and Probation tiers; alters the definition of Pre-probation. Provider comment period: March 30-April 17, 2006; responses received from 10 counties.
- Assessment Policy – Adds new policy language regarding reasonable accommodations for assessment due to a mandate from the Office of Vocational and Adult Education, U.S. Department of Education. Provider comment period: March 30-April 17, 2006; responses received from nine counties.
- GED Test Readiness Policy – Defines more clearly the process for considering approval of non-KYAE providers administering the OPT. Provider comment period: March 30-April 17, 2006; responses received from 15 counties.
- ESL functional levels – Revises [ESL functional levels](#) due to NRS changes.

TABE scale scores

CTB/McGraw-Hill has notified some adult education providers of changes in scale scores in the language content area for TABE 7/8 and 9/10. These changes will be effective July 1, 2006. Until that time, providers should continue to comply with scale scores in AERIN and the [KYAE Policy and Procedure Manual](#), p. 14-16.

A-LAS phase-out reminder

In November 2005, KYAE notified local providers that the Office of Vocational Education (OVAE), U.S. Department of Education, had mandated the phase-out of the A-LAS assessment as an NRS-approved test. The test publisher, CTB McGraw-Hill, has informed OVAE that it is discontinuing this assessment. As of July 1, 2006, A-LAS will not be on the list of KYAE-approved assessments.

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GED survey results; focus group planned

In March, KYAE asked providers and test centers to complete a survey regarding reasons for GED attainment levels in their counties and suggestions for

increasing Kentucky's GED production. KYAE heard from 71 adult educators and 27 GED examiners. The most common responses are summarized below.

KYAE will schedule a provider focus group in the near future to discuss how to increase the number of GEDs for the 2006-07 fiscal year.

Reasons GEDs increased (ranked by number of responses)

- Certified teachers and different instructional strategies (18)
- State and local advertisement and recruitment (15)
- Sharing information through local partnerships (12)
- Job requirements and employer incentives (9)
- Flexibility of scheduling and locations (6)

Reasons GEDs decreased (ranked by number of responses)

- Test fee and transportation costs (23)
- Student preparedness and motivation (19)
- Emphasis on quantity versus quality (10)
- Follow up and retention (8)
- Employer needs are for employability skills (7)

Suggestions for increasing GED production (ranked by number of responses)

- Continue and increase statewide advertising (38)
- Free testing (27)
- Incentives (26)
- Emphasize quality rather than quantity (15)
- Increased funding (14)
- Community and government support (13)
- Flexibility of location and scheduling (11)
- OPT issues (9)
- Relate GED to job opportunities and better life (9)
- Provide childcare and transportation (8)
- More professional development, especially at lower levels and for learning disabilities (8)

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OVAE performance measures under negotiation

KYAE and the Office of Vocational and Adult Education (OVAE), U.S. Department of Education, are negotiating Kentucky's 2006-07 performance measures for core indicators. Upon final approval by OVAE, the measures will

be shared with adult education providers. The measures will be used in 2006-07 contracts.

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KYVAE year-end clean-up

By **July 31, 2006**, providers must submit a list of all active PLATO or WIN students. KYAE needs their user IDs and names to identify them correctly in the system. Active students on the list will not be deleted from KYAE servers.

Forward your PLATO list to Dave.Henderson@ky.gov or Sandra.Kincaid@ky.gov. The WIN list should be sent to Erika.Larson@ky.gov. If you have questions, contact Erika at (502) 573-5114 x104.

Removing inactive students from the PLATO and WIN servers is vital to accurately counting the KYVAE students served this fiscal year. All PLATO and WIN students who did not log-in between July 1, 2005, and June 30, 2006, will be deleted from the PLATO and WIN server. Students who are removed can register again at any time if they want to use KYAE's online products.

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New ESL product available statewide

KYAE has made available licenses for [Rosetta Stone](#), language learning software, for use by all KYAE county providers. Some KYAE providers currently use Rosetta Stone and recommend it as a supplement for ESL instruction. The program teaches English through a step-by-step sequence of 210 lessons building toward advanced proficiency. Students master more than 3,000 words with more than 8,000 pictures to reinforce the meaning. The program uses the immersion method. Students work exclusively in English, without translation, and study at their own pace. Vocabulary, then phrases, then sentences are introduced through the sound of native speech, printed text and real-life photographs.

English Level I consists of:

- 8 units of basic instruction starting at the very beginning
- 92 lessons with a review lesson for each unit
- Written ancillary materials
- 250 hours of mastering learning in listening comprehension, reading, speaking and writing

English Level II consists of:

- 11 units of intermediate instruction building on Level 1 material
- 118 lessons with a review lesson for each unit
- Written ancillary materials
- 300 hours of mastery learning in listening comprehension, reading, speaking and writing

ESL instructors may enroll their students by completing the Rosetta Stone enrollment spreadsheet available on the [KYAE Web site](#) and e-mailing the spreadsheet to [Dave Henderson](#). Dave will then e-mail the student a user ID and link to Rosetta Stone.

If you have questions, please contact Dave Henderson at (502) 573-5114, ext. 370, or Joyce Bullock at (502) 573-5114, ext 118.

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GED secondary programs

With an increasing number of Kentucky school districts developing local GED secondary programs, KYAE is re-issuing the following guidance:

- Since students in GED secondary programs are still enrolled in secondary school, they are not eligible to be served by KYAE. GED secondary program students do not count toward adult education enrollment goals.
- If KYAE-funded programs contract with a school district to provide this alternative program, there must be strict separation of funds and accounting. If your program has an agreement with the school district to participate in the GED secondary program, please contact Terry Pruitt at Terry.Pruitt@ky.gov or (502) 573-1555, ext. 247, to discuss accounting procedures for the program.
- No materials/resources/equipment purchased with KYAE funds may be used to support the alternative program.
- No instructional time, salary or benefits for the alternative program may be charged to KYAE funds.
- Administrative time spent in managing the alternative program may not be charged to KYAE administrative costs.
- The GED secondary program must have separate accounts to clearly demonstrate no KYAE funds were used.
- Local school districts offering the GED secondary program must not use the adult education provider's instructional program code for the administration of the OPT. Local school districts must request their own codes through Dr. B.J. Helton at BJ.Helton@ky.gov or (502) 573-5114, ext. 102.

- If you have questions about GED secondary programs, please contact B.J. at the e-mail address or phone number above.
- If you have questions regarding accounting procedures, contact Terry Pruitt at the contact information above.

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GEDTS seeks award nominations

The GED Testing Service is seeking nominations for the Cornelius P. Turner Award, which annually honors a GED graduate who has made outstanding contributions to society in education, justice, health, public service or social welfare. National award winners have included a governor, television commentator, youth worker and community college president. If you would like to nominate a deserving GED graduate for the Turner Award, please complete the [nomination form](#), which must be postmarked by **May 26, 2006**.

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Marketing materials posted on Web site

In January 2006, KYAE provided local adult education programs with high-quality, professional publications for use in raising local awareness, recruiting students, promoting GED attainment and working with Kentucky employers. The print materials are posted at KYAE's [Web site](#). The campaign is built around the theme of "GED: Prove Yourself" and features 11 Kentucky GED graduates who share their inspirational stories. The graduates range from young men and women transitioning into postsecondary education to a physician and a career 8th-grade teacher.

A new Kentucky Employability Certificate brochure will be posted on the site in the near future.

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Program Administrators' Sourcebook

The following is from the National Center for the Study of Adult Learning and Literacy (NCSALL):

Adult education program directors face a wide variety of challenges:

- Helping students make "level" gains

- Helping students gain the skills they need to reach their goals
- Helping students stay in programs long enough to meet their goals
- Preparing and retaining good teachers
- Documenting the successes of your program

NCSALL conducted research relevant to these questions and published the [Program Administrators' Sourcebook](#) (December 2005), designed to give program directors direct access to research that may help address challenges adult educators face. For more information, visit [NCSALL's Web site](#).

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COABE recognizes Kentuckians

The Commission on Adult Basic Education (COABE) recognized three Kentuckians at its recent conference in Houston. Among the 10 individuals honored at COABE's annual awards luncheon were:

- Michael Gritton, executive director, Kentuckiana Works, Louisville; Partner in Adult Learning Service (PALS) award
- James Meyer, GED graduate and Top GED Scorer in 2004, Jefferson County Adult Education; Outstanding ABE/GED Adult Learner award
- James Sarver, instructor, Hardin County Adult Education; Incentive Grant award

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Quarterly mileage rate

The Kentucky Finance Cabinet has announced that the April 1-June 30, 2006, mileage reimbursement rate is 41 cents per mile. Information is available at <http://finance.ky.gov/internal/travel/>.

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Valuable links

Family literacy resource

The Library of Congress, the Ad Council and Walt Disney Co. have launched a literacy campaign featuring characters from the Disney film "The Chronicles of Narnia, The Lion, the Witch and the Wardrobe." A special introduction to the campaign is available by [clicking here](#) (requires Windows Media Player). A

resource-rich Library of Congress [Web site](#) provides learning opportunities for families and children.

Inmate profile

The Educational Testing Service (ETS) has published [Locked Up and Locked Out, an Educational Perspective on the U.S. Prison Population](#). The report, which provides valuable insight into the inmate population, can be downloaded and is free.

Math and science resource

Via a [Web site](#), adult educators and students can follow Lori Savage, an Oregon adult education teacher, on a National Oceanic and Atmospheric Administration (NOAA) research mission to explore underwater volcanoes near Guam. The site includes background information, live mission logs, slide shows, videos and an education module featuring lesson plans and links to other resources. Ask Lori a question by clicking on "Ask an Explorer."

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